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DPD-5427-59

10 August 1959

MEMORANDUM FOR: Budget and Fiscal Division

ATTENTION : Payroll Branch

SUBJECT : Advanced Annual Leave - [REDACTED]

1. It is requested that [REDACTED] be granted advanced annual leave in the amount of 70 hours in accordance with Agency Regulation [REDACTED]

2. [REDACTED] has been in Montgomery, Alabama attending the funeral of his father-in-law and he will be required to remain there to assist in the settlement of the estate.

3. [REDACTED] had 66 hours of annual leave to his credit at close of business 25 July 1959. He used 80 hours annual leave during the pay period ending 8 August 1959; therefore he has a deficit of 14 hours as of pay period beginning 8 August 1959. He plans to return to duty on or before 18 August, therefore according to present planning he will have a deficit of 70 hours annual leave upon his return to duty.

4. The advanced leave is being requested for [REDACTED] to cover the deficit stated above.

5. Your favorable attention to this request will be most appreciated.

SIGNED

[REDACTED]
Chief, Personnel Section
DPD-DD/P

AHD:LPM:jba

10 August 1959

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